

HR Coordinator

About Us

The Family Independence Initiative (FII) is a national organization of racially diverse individuals with a passion for social justice. Our mission is to accelerate the exchange of financial and social capital in low-income communities across the nation.

After working with thousands of families since our founding in 2001, at FII, we are certain people don't live in poverty because they are lazy, uneducated, or mismanage money, as stereotypes would indicate. Instead, the poverty cycle, which disproportionately impacts Black and Latinx communities, can be traced to well-intentioned but inadequate governmental and charitable policies and practices that rely on a traditional top-down approach. Our approach views low-income individuals and families from a position of strength, recognizing that they have the capacity and insight needed to make decisions for themselves and don't need outside saviors or solutions.

Our three-pronged strength-based approach includes:

1. Capital – direct cash investments
2. Choice – freedom for families to use the cash as they see fit
3. Community – a platform for people to build and strengthen their social networks

To execute our approach, we built UpTogether, a technology platform that transfers cash investments directly into families' bank accounts (or sends them a prepaid card if they prefer) and offers an interactive component for individuals to grow and strengthen their social networks, and support one another so they can move up together.

We have proven that fostering social networks, honoring self-determination, and matching people's efforts with unrestricted cash investments results in achieving significant progress toward social and economic mobility. Our focus now is on bringing this approach to philanthropic and government organizations throughout the country by encouraging the adoption of direct investment and the distribution of funds through our UpTogether platform.

At FII, we work towards these values:

- **Impact:** We seek to bring our strength-based approach to the 50M+ people struggling with poverty and their communities in this country.
- **Leadership:** We value a culture where everyone is constantly learning and applying that learning to create solutions in partnership that can be tested and applied at scale.
- **Partnership:** We invest in building partnerships of proactive communication and mutual trust within and outside of the organization.
- **Equity:** We create a community that embraces racial and gender equity, diversity, and inclusion, and we support the efforts of others to build such communities.

The Position

FII seeks an HR Coordinator to provide administrative support to FII's human resource functions, including employee relations and human resources policies, programs, and practices. The HR Coordinator will report to the HR Manager and will manage and support various HR projects. This position requires a high level of confidentiality to perform and multitask effectively in a high volume and fast-paced remote environment across multiple time zones.

This is a 100% remote position (must be based within the United States). A reliable internet connection and functional work environment, including a computer with video conferencing capabilities, are required. Travel is not required for this role.

Responsibilities

Responsibilities include, but are not limited to, the following:

- **Recruitment & Employment:** Support the HR team and hiring managers throughout the hiring process, including:
 - Job postings
 - Tracking open positions and progress/outcomes for each role
 - Communicating with candidates and scheduling interviews
 - Orientation and onboarding new hires
- **Employee Relations:** Provides administrative support for the HR team with employee relations, including:
 - Responding to/rerouting employee inquiries in a timely fashion
 - Monitoring and managing FII's HR email account, HR Slack channel (new), and intranet pages
 - Assisting with the preparation of staff surveys and annual performance reviews
 - Support with additional projects and priorities as they arise
- **Compliance:** Provides administrative support to the HR team with compliance-related tasks, including:
 - Updating Employee Handbook and new policies and procedures
 - Tracking staff participation/completion with mandatory training and forms
 - Federal and state requirements and recordkeeping
- **Benefits Administration:** Provides administrative support with coordinating and tracking benefits administration, including enrollments, changes, and terminations
- **HRIS:** Provides administrative support with tracking all HRIS activities, including recordkeeping, documentation, and tracking.

Qualifications, Attributes & Skills

- A minimum of two years of related experience required, ideally in a nonprofit and/or multi-state organization

- A working understanding of human resource principles, practices, and procedures preferred
- Bachelor's degree in Human Resources, Business, or another related field is preferred
- HRCI or SHRM HR certification preferred
- Proven ability to thrive in a remote work environment; self-directed; proactively reaches out; responsive; comfortable in a virtual setting
- Ability to thrive in a fast-changing environment, flexible in the pursuit of goals
- Demonstrated commitment to, or passion for, our mission; deep belief and trust in the innate capabilities of low-income families and communities; willingness to engage in conversations aimed at addressing erroneous stereotypes about low-income people and people of color
- Deep belief in and operates according to FII's Core Values of Impact, Leadership, Partnership, and Equity
- Strong command of Microsoft Office (Word, Excel, PowerPoint) required; familiarity with Google applications a plus

Compensation

This is a full-time position with a competitive benefits package, including medical, dental, vision, 401(k), and vacation. Salary range is \$55,000 - \$75,000, depending on experience.

Inclusion Statement

At FII, we strive to create a community that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities. We are committed to an inclusive work environment and are intentional about seeking a diverse pool of candidates that represent the communities with which we work.

FII is committed to the principles of equal employment. We create a diverse work environment and do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To Apply

To be considered for this exciting opportunity, please submit a resume and cover letter via this link: [Apply for FII HR Coordinator position](#). Your cover letter should outline how your personal and/or work history will contribute to the mission of FII. **Applications submitted without a cover letter will not be considered.**